

June 2015

PROCEDURES FOR TRAVEL

- Hawaiian Airlines** will provide Kamehameha student group travel for students. Current negotiated group rates will vary:
Hilo and Kona: from \$85.60 - \$108.60 one way \$171.20 - \$217.20 round trip.
Kahului, Lihue, Lanai and Molokai: from \$78.60 – \$99.60 one way \$157.20 – \$199.20 round trip.
~ALL COSTS ARE SUBJECT TO CHANGE AS RECEIVED BY HAWAIIAN AIR~
- Financial Aid inter-island airfare** may be awarded to boarding students from neighbor islands only. It will cover up to 4.5 round trip (R/T) airfares to be used by the student to travel home on the following designated weekends and holidays only:

 - October Common Weekend (R/T)
 - Thanksgiving (R/T)
 - Christmas (R/T)
 - Spring Break (R/T)
 - End of year (one way)

Financial Aid will not cover travel for the February Common Weekend. If students on financial aid travel home with the group in February, parents will be responsible for charges. If the ticket is not used for the specified travel period, it will be refunded and credited back to Financial Aid. Trips are not transferable or refundable.
- Reservations** will automatically be made for all boarders who signed up for group travel, each time a common weekend is scheduled. A reminder letter informing parents of the upcoming common weekend will be emailed out several weeks before travel is scheduled. This letter will provide airfare costs as well as bus and flight transportation information. Parents will be given a deadline to respond if their student's reservation needs to be cancelled. **If the student is NOT traveling with the group, the parent or guardian must inform the Boarding Office before the deadline or your student's account will be charged.**
- Changes/Cancellations to Reservations:** Contact the Boarding Travel Coordinator.
Parents will be responsible for all change fees and any difference in fare costs. Please call the Boarding Travel Hotline at 1-800-842-IMUA Ext. 33519 or email shtodoro@ksbe.edu for changes and cancellations so we will have an accurate list of travelers and the escorts can be notified of changes on the manifest. Failure to do so may result in inaccurate costs being billed to you.
Hawaiian Air will charge \$30.00 for each routing change and \$25.00 for refunds on flights that students did not show up for (did not cancel prior to flight). Parents should plan ahead if a change is anticipated.

5. **Payment:** Parents will be billed the month following travel via FACTS. Hawaiian Air Group Travel e-tickets are not available for use at a later date. All requests for refunds/credits must be handled through the Boarding Office. Hawaiian Air will not accept requests from parents.

6. **Parents of Seniors are responsible for Year-End Travel:** parents are responsible for making their own year-end travel arrangements.
Seniors with Financial Aid Air Award: flight arrangements may be made through the Boarding Office, arrangements must be relayed prior to deadline indicated on your travel letter in order for Financial Aid to cover this trip.

7. **Student ID's** are required for check in on all group flights.

**PLEASE RETURN YOUR BOARDING TRAVEL AGREEMENT
BY JULY 1, 2015.**